



Department of Development Services – West Region
JOB OPPORTUNITY
SUPERVISING DEVELOPMENTAL SERVICES WORKER
SOUTHBURY TRAINING SCHOOL

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: DDS Agency Employees Only

Position: Supervising Developmental Services Worker – FEMALE ONLY

Location: Southbury Training School – Unit 1, Cottage 7

Job Posting No: 016344

Hours: 1st Shift - Tuesday, Wednesday, Friday 6:30am – 1:30pm, Thursday, Saturday 1:30pm – 8:30pm;
Regular Days Off Sunday, Monday

Salary: \$1,981.96 - \$2,630.31/bi-weekly

Closing Date: May 27, 2015

Examples of Duties: Duties consistent with Supervising Developmental Services Worker 1 job classification: Direct supervision, training and assessment of Lead Developmental Service Worker, Developmental Service Worker, cook attendant series staff assigned to residential unit; coordinates residential services for individuals; assures that required maintenance of effort is maintained as established through the consent decree; participates in risk management process, assures DDS/STS policy and procedure is followed and incidents of injury, abuse, neglect are reported and investigated; completes investigations into consumer and staff issues; participates in development of individual plans, daily routines, teaching strategies, and monitors outcomes to ensure maintenance of ICF certification; develops routines for staff to ensure that individuals are safe and services are provided as determined through individual service plans; ensures that individual's needs are met and informs interdisciplinary treatment team as consumer's needs change; direct responsibility for managing consumer's financial matters, inventory and budgets within residential unit; manages assets located in residence; maintains and organizes residential records; ensures timely ordering of supplies; completes maintenance work orders; performs duties within the supervisory structure of the unit as requested by unit management; maintains lines of communication with families and guardians. Performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of modern methods of working with persons with intellectual disabilities; considerable knowledge of goals, policies and organization of a residential living unit; considerable knowledge of rehabilitative and interdisciplinary process; knowledge of support services provided in residential care such as housekeeping, dietary, maintenance and laundry; considerable interpersonal skills; ability to implement policies and operational procedures; supervisory ability.

General Experience: One (1) year's experience working with persons with intellectual disabilities or other developmental disabilities at the level of Developmental Services Worker 2.

Special Requirements: Incumbents in this class may be required to be bilingual or fluent in American Sign Language. Incumbents in this class will be required to possess and retain a valid Connecticut Motor Vehicle Operator's license, Public Passenger Endorsement or Commercial Driver's license for designated positions. Travel may be required.

Applicants must be current in all DDS required training. Applicants must possess or be able to obtain Medication Administration and/or CPR certification.

Physical Requirements: Incumbents in this class must possess physical and emotional health for efficient performance of duties. Applicants may be required to take a physical examination.

Working Conditions: Incumbents in this class may be required to lift and restrain individuals; may have significant exposure to communicable and/or infectious diseases and to risk of injury from assaultive and/or abusive individuals and may be exposed to strongly disagreeable conditions.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete applications materials will not be considered

Send application materials to:

**Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Recruiter
Fax: 203-574-8857 or 203-574-8858**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.